

From: Rose, Kenneth [Rose.Kenneth@epa.gov]
Sent: 1/4/2021 9:17:35 PM
To: Esher, Diana [Esher.Diana@epa.gov]
Subject: Items for Attention
Attachments: Cos and Jen Farewell Agenda_DRAFT.docx

Diana,
Good afternoon. I hope your day has gone well.

Below are items for your attention and some calendar items for this week.

Please let me know if you need anything from me.

Ken

- **Cos/Jen Farewell:**
 - Sending you a draft agenda (attached – also out to Rhonda, SaTrina, and Andrea for review)
 - Alan is pulling pictures but NOT putting together a slideshow; FO folks will do that
 - I reached out to Chad and he does have pics of Cos for external events and will send by end of week; I asked for as early as he can given timing
- **Response to Ramez on list of Items**
 - How would you like me to help with this?
- **Regional Lead Plan:**
 - Response to HHS after 1/21/2021 – I sent you a revised/shortened version of the R3 Lead Plan that Noelle put together based on your comments. I reviewed as well. If you are okay, this should be ready to go on or after 21st.
- **DRBC:**
 - emails from Cos and Cathy forwarding email for USACE requesting federal partner positions by 1/15/2021 on response to DRBC and hydraulic fracturing. Meeting with White House Economic Counsel AFTER inauguration day.
- **ELMS:**
 - You need to determine your A3 project for FY21 by January 31, 2021. – saw your email with Kate on grants; Dave Campbell sent proposal on 12/8 to partner with LSASD
 - Our SES A3s must be approved by you by January 31, 2021. I forwarded Allison Ng email (12/17) that forwarded Donna Vizian 11/19 email; Also email on 12/17 from Stefan Martiyan with SES A3 guidance
 - January (and beyond) Gemba walks – I think you should turn this over to Paul Leonard (if possible) in January. If not Paul D & Kate could do.
- **National Honor Awards:**
 - not due until 1/15/21; Kevin will schedule meeting prior to that to review.
- **MAC Meetings:**
 - 1/11/21 grants management
- **Transition:**
 - Paul adding additional ‘to dos’ to the Teams flowboard

Trainings:

NGGS (new grants system): no specific training for Approving Officials or Award Officials. OGD is going to put out user guides for specific tasks – our Grants Section can provide this to you. Also, once Grants becomes more familiar with the system they can give you a hands on demo of the system. They will need to do that for Kate and Lisa too.

PPL+, Schedule Changes and Absence Requests**Emails to send:****For Review, Comment and Signature:**

Small Business Awards nominations email – due by Feb 5, 2021

SIPs –**Key Calendar Items for This/Next Week:**

- 1/5: check in with Cynthia
- 1/5: inauguration briefing with Mike Towle
- 1/6: hot issues with ECAD
- 1/6: meeting with Rhonda, SaTrina, Andrea and me on transition items
- 1/7: DRA (OCIR) meeting
- 1/7: LSASD workload implementation meeting

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